
[howard_staf] Technology checkout procedure change

From : Peggy Vega <vega_p@4j.lane.edu>

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Sender : howard_staf <howard_staf-bounces@4j.lane.edu>**Subject :** [howard_staf] Technology checkout procedure change**To :** howard staf <howard_staf@4j.lane.edu>**Reply To :** Peggy Vega <young_p@4j.lane.edu>

Hi Staff! (: In order to help prevent confusion in the new academic year, I've made a bin with a checkout list for each classroom. The bin and it's contents will be part of Allan's check out system at the end of the year. The list for the bin includes:

- 1 Document Camera
- 1 Power Cable for Document Camera
- 1 USB Cable for Interactive Whiteboard
- 1 HDMI Cable
- 1 Audio Cable
- 1 VGA Cable
- 2 Interactive Whiteboard Pens
- 1 Battery Charger for Pens
- 1 Video Adaptor (Dongle)
- 1 AMX Wireless Keyboard
- 1 AMX Wireless Mouse

Let me know when you are ready for the bin, and I'll stop by so that you can put your equipment into it. If your room will be used for Summer classes, you will want to leave out your HDMI cable and dongle where it is easily found by Summer school staff and myself so that I can check it off your equipment list. I realize some classrooms may be missing a few items. With this system, we can better track each room's equipment and evaluate what needs to be replaced for the upcoming year. Thank you so much! (:

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All the best!

Peggy Vega

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